

# Army Lodging Wellness Recommendation

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## Final Submittal - Fort McNair

February 12, 2004

**3D/I**

Table of Contents	Section 1 – Wellness Recommendation	1-1
	Introduction	1-1
	Methodology	1-1
	Demand Summary	1-2
	Lodging Summary	1-2
	Cost Summary	1-3
	Recommendation / Conclusion	1-4
	Section 2 – Lodging Master Plan	2-1
	Installation Summary	2-1
	Master Plan Summary	2-1
	Existing Lodging Facilities	2-2
	New Lodging Building	2-2
	Section 3 – Demand Analysis	3-1
	Overview	3-1
	On Post Inventory	3-2
	Demand and Utilization	3-2
	Private Market Capability	3-4
	Demand Requirement Determination	3-5
	Summary and Recommendations	3-7
	Section 4 – Facility Assessment / Plans	4-1
Appendix	A	
Areas and Occupancy Matrix	A-1	

## Introduction

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# Section 1 Wellness Recommendation

The Army Lodging Wellness Program is conducted under the direction and guidance of Headquarters Army, Lodging Division (CFSC). The goal of the Fort McNair Lodging Wellness Plan is to provide a comprehensive assessment and planning tool to support long term capitalization of Army Lodging facilities. The Demand Analysis determines installation Lodging requirements, and reviews off-post Lodging availability and cost, arriving at the most economical solution for meeting total transient requirements and providing a final determination of the appropriate number and configuration of on-post Lodging rooms. Individual Lodging facility condition (building and building systems) and functional assessments are included with both recommendations and costs. Facility improvement and renovation versus replacement/new construction recommendations are developed based on the individual facility assessments and cost. A Lodging Master Plan for the installation is developed including replacement/new construction and proposed new facility siting. A final recommendation defines the method for achieving the final wellness solution for the installation and will assist with project planning.

## Methodology

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### ***Demand***

- Demand for Lodging facilities is analyzed and adjusted for atypical past occurrences and for expected changes in the installation's population, housing, or mission. Two primary methods are used to calculate the optimum number of rooms: the number necessary to meet 80% of official demand and the number projected to be the most efficient from an operating cost perspective.
- The off-post private market is assessed for capacity and representative rates. A determination is made if the private market has the capability to handle overflow requirements of official demand.
- Room mix recommendation is based on the segmentation of the Permanent Change of Station (PCS)/Temporary Duty (TDY) mix and the expected lengths of stay. This produces the final determination of the appropriate number and configuration of rooms for the installation.

### ***Assessment***

- Existing Lodging facilities are assessed based on building and building system conditions followed by an assessment for conformance to the Army Lodging functional standards. Facilities

assessed to be in fair to good condition, and meeting the majority of functional requirements, are considered for renovation. Renovation of Lodging facilities found in poor condition and configured significantly different than current standards will typically exceed 50% of the replacement costs and are recommended for replacement/new construction. This decision is supported by renovation cost comparisons as well as the assessment documentation.

- The age, condition, and existing configuration of the existing Lodging building supports a finding of replacement through new construction in lieu of renovation.
- Force protection construction criteria has a significant impact on new construction. This Wellness recommendation, including building assessment, site analysis, and proposed Lodging construction, incorporates these requirements from the UFC 4-010-01, in our analysis and recommendations. Consistent with this guidance, force protection mitigation is not considered in renovation unless the renovation cost exceeds 50% of the replacement cost for a facility.

## Demand Summary

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Because the “80% of Annual Official Demand” reflects an adjustment for the abnormal October 2001 demand level, we recommend the results of this method. Using this criterion, we expect an average occupancy of 94%, and 86% of the official demand is met.

### ***Room Count and Mix Recommendation***

21 rooms

Proposed room mix:

- 17 standard guest rooms;
- 2 extended-stay guest rooms offering a kitchenette;
- 2 extended-stay family suites offering a separate bedroom, sitting/living area, and kitchenette.

## Lodging Summary

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The following Lodging for Fort McNair is summarized by building, including number of existing rooms and number of proposed rooms determined as part of the installation Wellness recommendation. The table also indicates the number of rooms required for a new Lodging facility based on buildings not proposed for re-use due to poor existing

conditions and high renovation costs.

Building Number	Existing Rooms					Wellness Recommendation (FY 08)			
	Total Rooms	Std Rms 300 sf	Extend. Stay Rms 300 sf	Family Suites 450 sf	Other Rooms	Total Rooms	Std Rms 300 sf	Extend. Stay Rms 300 sf	Family Suites 450 sf
<b>Wellness Recommendation based on Demand Analysis</b>									
						21	17	2	2
<b>Existing Lodging Facilities</b>									
54	27	25		2		0			
<b>New Proposed Lodging Facility</b>									
						21	17	2	2
<b>Total Lodging Rooms</b>									
						21	17	2	2

### Summary of Room Count and Mix based on Configuration

- 21 rooms
  - 17 standard guest rooms;
  - 2 extended-stay guest rooms offering a kitchenette;
  - 2 extended-stay family suites offering a separate bedroom, sitting/living area, and kitchenette.

## Cost Summary

### Project Cost

The following table summarizes the Condition Analysis, Renovation, and Replacement Cost by individual Lodging facilities. The Wellness Recommendation indicates cost by building based on recommendation, including the proposed facility cost.

Building Number	Existing Units						Wellness Recommendation (FY 08)			
	Total Rooms	Condition Analysis Cost*	Upgrade Renovation Cost**	Renovation Cost***	Replacement Cost	% Condition Analysis or Renovation Cost Ratio	Total Rooms	Total Cost	Condition Analysis / Upgrade Renovation Cost	New Construction Cost
<b>Existing Lodging Facilities</b>										
54	27	\$ 1,064,208		*****	\$ 1,562,614	68.10%	0			
<b>New Proposed Lodging Facility</b>										
							21	\$ 3,300,060		\$ 3,300,060
<b>Total</b>										
							21	\$ 3,300,060	\$ -	\$ 3,300,060

\* The Condition Analysis Cost is for making the building well based on Army Lodging Standards without changing how the building functions.

\*\* The Upgrade Renovation Cost includes Condition Assessment items and Upgrade Renovation Cost to meet Army Lodging Standards.

\*\*\* The Renovation Cost is for making the building well based on Army Lodging Standards including making functional changes.

\*\*\*\* If the Condition Analysis Cost is under 50% of the Replacement Cost, the Renovation Cost is used.

\*\*\*\*\* If the Condition Analysis Cost is over 50% of the Replacement Cost, a Renovation Cost is not included.

### Cost per Room Comparison

The Wellness Recommendation includes review of off-post Lodging costs compared to the proposed new construction costs on-post. The new construction costs include operating costs, capital assessment costs, and

sustainment capital expenditures. The following table summarizes this comparison per room for FY08.

	<b>New Building</b>
Cost per Room at Fort McNair	\$ 75.60
Off Post Cost per Room	\$ 109.93
Difference between On-Post and Off-Post Lodging per room	\$ 34.33
% Savings of On-Post to Off-Post Lodging	31.2%

The Cost Per Room at Fort McNair is based on:

Renovation / New Construction Cost w/ inflation to FY 08

Current Operating Cost w/ inflation to FY 08

Cap Ex Cost

Capital Assessment Cost to FY 08

Off Post Cost is based on current room rate average with inflation to FY 08

Due to this cost difference and the savings of 31.2%, it is our recommendation that the Army construct a new Lodging facility at Fort McNair in lieu of using off-post lodging to support the determined demand requirement. Off-post lodging will continue to be used for demand beyond the on-post room requirement.

## **Recommendations / Conclusions**

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The Wellness Recommendation for Fort McNair is to construct a new main Lodging facility to accommodate the public and back-of-the house spaces and 21 rooms, to meet the 21 room requirement. A synopsis of recommended building actions follows

- Remove existing Lodging buildings from the Lodging inventory due to the condition of existing building systems.
- Construct a new Lodging facility to include 21 rooms. This building will be planned to include public and back-of-the-house Lodging functions for the total Lodging inventory, however an appropriate site for this new facility is required. No sites were found at the time of our assessment.

### **Cost Summary**

The cost for this recommendation will be:

New Lodging Facility \$3,300,060

### **Phasing**

Recommend the following phasing as funding is identified.

- Minimize investment in infrastructure for building 54.
- Construct new Lodging facility once siting is finalized, prior to removing existing Lodging facilities from inventory and removing back-of-the-house and public spaces from building 54.

## Section 2

### Lodging

### Master Plan



## Installation Summary

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Fort McNair, part of the Fort Myer Military Community (FMMC), is located at the intersection of the Potomac and Anacostia Rivers in Washington, D.C. An active Army post for 200 years, Fort McNair became headquarters of the U.S. Army Military District of Washington in 1966 and home of the National Defense University in 1977. Other units on post are the 67th Explosive Ordnance Detachment and a platoon of MDW Military Police Company.

The Fort McNair Installation Design Guide incorporates specific installation requirements. Land use, future development, and architectural compatibility are integral components of this Guide. Current Lodging room night requirements, Army guidance on Lodging facility design standards, and force protection construction standards required additional analyses and are incorporated into the recommendations of this Lodging Wellness Plan.

The character of Fort McNair has been preserved and enhanced through the continued use of red brick, painted wood, and sloped roofing systems. The majority of buildings at Fort McNair were constructed or renovated by 1908. Some of these structures have been designated historic landmarks by the U.S. Department of the Interiors.

## Master Plan Summary

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The single existing Lodging facility at Fort McNair was constructed in 1880 and is located on the west end of the installation. A thorough condition and functional assessment of this building noted significant deficiencies. Additionally, renovation of this building to the new Lodging standards and building configuration design is not viable within the 50% threshold. This existing Lodging area is located in close proximity to a majority of the community facilities and dining hall. Based on new force protection setback criteria and land available, though, this site is not recommended for new Lodging construction.



The proposed Fort McNair Lodging Master Plan reflects 21 Lodging rooms with the replacement of the existing Lodging building into a new Lodging facility. This new facility will combine required rooms, public areas and service functions into a cohesive Lodging physical plant in support of the installation requirements.

Siting of the new 21 room Lodging facility for Fort McNair is not included with this report. Based on direction from the installation master planners during the visit, an appropriate site for a new Lodging facility is not available at this time.

## Existing Lodging Summary

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### ***Building 54***

Building 54, constructed in 1880, consists of 2 family suites and 25 standard rooms. 20 of these standard rooms have a shared bath, and most of these rooms are undersized. This facility does not meet Lodging standards and cannot be reconfigured without significant reconstruction. To renovate Building 54 to the new standards and configuration will exceed 50% of the replacement cost.

It should be noted that this structure has historical significance and some Army Lodging functional requirements indicated in the report would require clearance from the SHPO or through Army Alternate Procedures: therefore, some of the requirements may need modification, in which case the prices for implementation may vary from the cost models applied.

Our recommendation is to remove Building 54 from the Lodging inventory, allowing the installation to determine an alternate use for this facility. This facility will be removed from the Fort McNair Wellness Solution and Lodging Master Plan.

## New Lodging Building

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The proposed replacement/new Lodging facility includes 21 rooms; 17 standard guest rooms, 2 extended stay rooms, and 2 family suites. The lobby and back-of-the-house spaces are sized for the 21 total Lodging rooms required on the installation.

Currently, an appropriate site for a new Lodging facility at Fort McNair is not available. A generic plan has been developed, though, to indicate requirements for a potential site in the future. The proposed building construction is steel frame with CMU infill walls, sloped tile roof, and a brick veneer exterior. The architectural guidance for Fort McNair is very specific and is incorporated into the cost of the new facility.

The mass and scale of the proposed building is critical. Based on the number of required rooms, the recommendation of this plan is to construct a 2-story building that will be compatible with surrounding facilities on the installation. A single story covered drop-off area would provide pedestrian scale and will also emphasize the front facade of the facility.

## Areas and Occupancy

The following chart indicates all spaces and size for the proposed new construction based on program and the proposed conceptual building plan.

ROOM / SPACE	PROGRAMMED FLOOR AREA			PLAN FLOOR AREA
	No. Req'd	Net Area Per Room	Total Net Area	
<b>Total Area including 9% Add On Factor (does not include Outside Areas)*</b>			<b>18882.07</b>	<b>19269</b>
<b>Public Areas</b>			<b>5566</b>	<b>6015</b>
Exterior Entrance	N/A	N/A		0
Vestibule	1	1	0	0
Lobby (includes vestibule)	1	300-500	300-500	905
Front Desk	2 station	100	100	100
Bell Cart Station	2	12	24	59
Breakfast Bar (Seat/Svc) - min.	1	550	550	575
Passenger Elevators	1	64	128	128
Stairs	2	230	920	746
Public Corridors	0	0	2300	2266
Public Telephone Area	2	6	12	15
Vending - Full Service	1	70	70	70
Vending - Ice Only	1	30	30	63
Women - Lobby	1	100	100	132
Men - Lobby	1	100	100	132
Multi-Purpose Room - (250 s.f. min.)	1	250	250	251
Study Rooms (1 per 25 ext stay units)	1	250	250	0
Guest Laundries (2 sets w/d per 75 units)	1	192	192	386
Gear Wash Rooms - (170 s.f. min.)	0	170	0	0
Guest Bulk Storage (1 per 4 family suites)	1	25 ea. 40 w/circ.	40	187
<b>Guest Rooms</b>	<b>21</b>		<b>6600</b>	<b>6600</b>
Guest Room - Standard	17	300	5100	5100
Guest Room - Ext. Stay	2	300	600	600
Guest Room - Family Suites	2	450	900	900
<b>Back-of-House Areas</b>			<b>5157</b>	<b>4869</b>
Manager's Office	1	180	180	0
Assistant Manager Offices	1	120	120	120
Front Office Manager	1	100	100	101
Admin. Offices	2 staff	200-250	200-250	0
Cash Room	1	50	50	90
Luggage Storage	0	0	0	0
Admin. Conference Room	1	250	250	0
Housekeeping Office	1	120	120	121
Dirty/Clean Linen Storage	0	50	0	0
In-House Laundry - (500 s.f. minimum)	1	500	500	500
Receiving Office	1	75	75	101
Maintenance Area	1	100	100	102
Kitchen Prep Room	1	150	150	150
Break Room	1	140	140	141
Staff Toilet - Men	0	0	0	0
Staff Toilet - Women	1	0	0	94
Access Corridor	0	0	900	902
Receiving -min.	1	150	150	186
Housekeeping Rooms	1 per 15 units	128	256	322
Service Elevator	1	80	160	170
Data/Commo Room	1	100	100	117
Switch Closets	1	16	16	53
Janitor Closet	1	50	50	56
Mechanical Room	0	0	126	130
General Storage Room - (500 s.f. min.)	1	500	500	520
Bulk Storage Room - (500 s.f. min.)	1	500	500	526
Electrical Room	2	140	280	282
Elevator Equipment Room	1	84	84	85
<b>Exterior</b>			<b>400</b>	
Playground (Outdoor)	1	0	0	0
Grounds Maintenance	1	400	400	0
* Add on factor to cover s.f. for partitions and any space not included in numbers above.				

## Cost Summary

The New Construction Cost: \$3,300,060

- The cost is for a building of 21 rooms.
- All costs are adjusted by the Area Cost Factor of 100% for Fort McNair, Washington, DC.

## Cost Analysis

### Summary of Project Replacement Cost (based on 19,269 s.f.)

CSI	Percent	Amount
<b>02 Site Work</b>	<b>3.75%</b>	<b>\$83,604.50</b>
Parking Lots		\$18,240.00
Site Earthwork		\$65,364.50
<b>03 Concrete</b>	<b>16.47%</b>	<b>\$367,218.96</b>
Floor Construction		\$214,788.96
Slab on Grade		\$48,360.00
Stair Construction		\$7,350.00
Standard Foundations		\$96,720.00
<b>04 Masonry</b>	<b>5.78%</b>	<b>\$128,797.89</b>
Exterior Walls		\$128,797.89
<b>07 Thermal &amp; Moisture Protection</b>	<b>7.53%</b>	<b>\$167,914.10</b>
Roof Construction		\$48,751.30
Roof Coverings		\$119,162.80
<b>08 Doors &amp; Windows</b>	<b>7.28%</b>	<b>\$162,183.00</b>
Exterior Doors		\$14,171.00
Exterior Windows		\$124,000.00
Interior Doors		\$24,012.00
<b>09 Finishes</b>	<b>17.90%</b>	<b>\$399,077.24</b>
Ceiling Finishes		\$145,406.95
Floor Finishes		\$133,779.64
Partitions		\$71,848.81
Wall Finishes		\$48,041.84
<b>11 Equipment</b>	<b>1.39%</b>	<b>\$31,034.50</b>
Commercial Equipment		\$15,125.00
Other Equipment		\$15,909.50
<b>13 Special Construction</b>	<b>5.22%</b>	<b>\$116,450.88</b>
Communications & Security		\$52,422.24

Sprinklers		\$64,028.64
<b>14 Conveying Systems</b>	<b>4.82%</b>	<b>\$107,400.00</b>
Elevators and Lifts		\$107,400.00
<b>15 Mechanical</b>	<b>17.40%</b>	<b>\$387,747.00</b>
Cooling Generating Systems		\$154,752.00
Domestic Water Dist		\$43,200.00
Plumbing Fixtures		\$189,795.00
<b>16 Electrical</b>	<b>7.74%</b>	<b>\$172,574.00</b>
Electrical Service & Distribution		\$170,379.00
Site Lighting		\$2,195.00
<b>19 FF&amp;E</b>	<b>4.71%</b>	<b>\$105,000.00</b>
Interior FF&E allowance		\$105,000.00
Total Raw Cost	100.00%	\$2,229,002.07

**Additional Hard Cost (Template: Army Lodging New Construction)**

Parameter Name	Percent	Amount
Spirit	0.50%	\$12,259.51
Force Protection	0.00%	\$0.00
General Cond	10.00%	\$222,900.21
<b>Total Additional Hard Cost</b>		<b>\$235,159.72</b>

**Soft Cost (Template: Army Lodging New Construction)**

Parameter Name	Percent	Amount
Contingency	5.00%	\$123,208.09
SIOH Conus	6.50%	\$168,179.04
Design	10.00%	\$246,416.18
08 MYr Inflation Fct	9.93%	\$298,095.13
<b>Total Soft Cost</b>		<b>\$835,898.44</b>
<b>Total Project Cost for Replacement</b>		<b>\$3,300,060.23</b>

**INSERT PROPOSED LODGING PARKING OPTION PLAN HERE**

**INSERT PROPOSED LODGING FACILITY DRAWINGS (FLRS. 1-2) HERE**

## Section 3

### Demand Analysis

#### Overview

Fort Lesley J. McNair is located at the intersection of the Potomac and Anacostia Rivers in Washington, D.C. Fort McNair has been an Army post for 200 years, second only to West Point in length of service. It became headquarters of the U.S. Army Military District of Washington in 1966 and home of the National Defense University in 1977. Other units on post are the 67<sup>th</sup> Explosive Ordnance Detachment and a platoon of the MDW Military Police Company. Fort McNair and nearby Fort Myer comprise the Fort Myer Military Community (FMCC).

The population at Fort McNair remained very stable over the past five years. In FY01, population reached 2,082 and increased to 2,083 in FY02. The installation expects the population to decrease to 1,764 in FY04 and remain near this level annually thereafter.

During the three year period spanning FY00 through FY02, Fort McNair's lodging demand was comprised of 52% temporary Duty (TDY) personnel, 13% Permanent Change of Station (PCS) and 35% unofficial travelers. Unofficial demand is not used in the calculation of recommended room inventory.

The majority of TDY personnel stayed an average of 2 days while the majority of PCS personnel averaged a 25-day length of stay.

The table below describes Fort McNair's official demand population.

<b>Fort McNair Lodging Official Market Demand Analysis</b>		
	<b>TDY</b>	<b>PCS</b>
<b>Total Demand:</b>	52%	13%
<b>Market Segmentation:</b>		
Individuals	98%	< 5%
Families	2%	> 95%
<b>Average Length of Stay (Days):</b>		
14 days or less	90% (2 days)	40% (7 days)
More than 14 days	10% (15 days)	60% (25 days)

*Source: Fort McNair Lodging Administration, compiled by HVS International*



## On Post Inventory

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Fort McNair has 27 rooms in its lodging inventory.

## Demand and Utilization

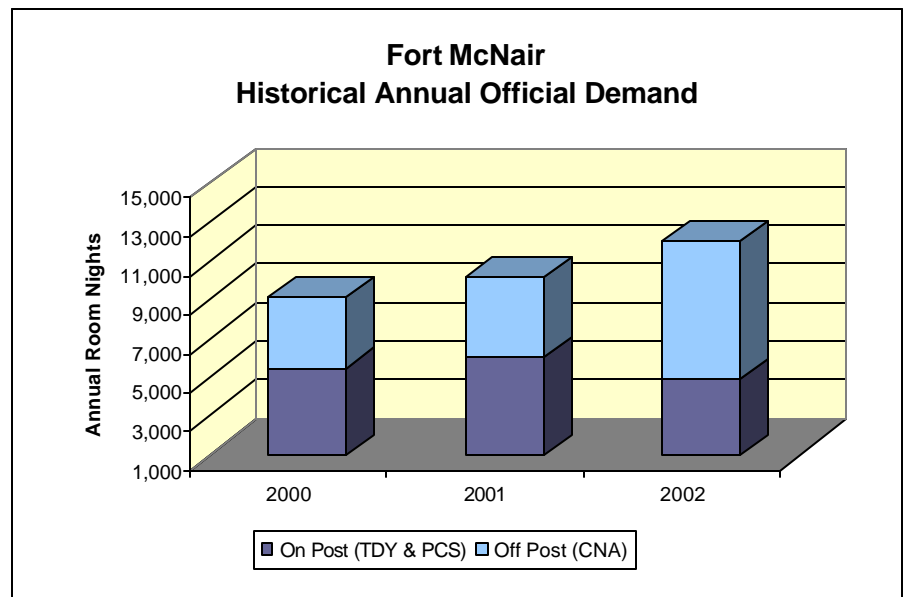
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### **Data Summary**

Official demand, including Certificates of Non-Availability (CNAs), totaled 11,956 room nights in FY02, up from 10,137 in FY01 and 9,085 in FY00. In FY02, official demand averaged 33 room nights per day. Official demand includes an 85 room night per month upward adjustment to reflect LSP demand.

Lodging issued considerably more CNAs in FY02 (7,127 room nights) than in FY01 (4,154 room nights). The higher level of CNA activity was due in part to the 2001 terrorist attacks and the stronger enforcement of CNA issuance for guests in the rank of E7 and above if the only rooms available had shared bathrooms. In October 2001, CNA activity registered 2,430 room nights compared to 249 room nights in October 2000. This level was not sustained in the subsequent months.

The following chart summarizes Fort McNair's historical data; it identifies the annual official demand both on and off post.

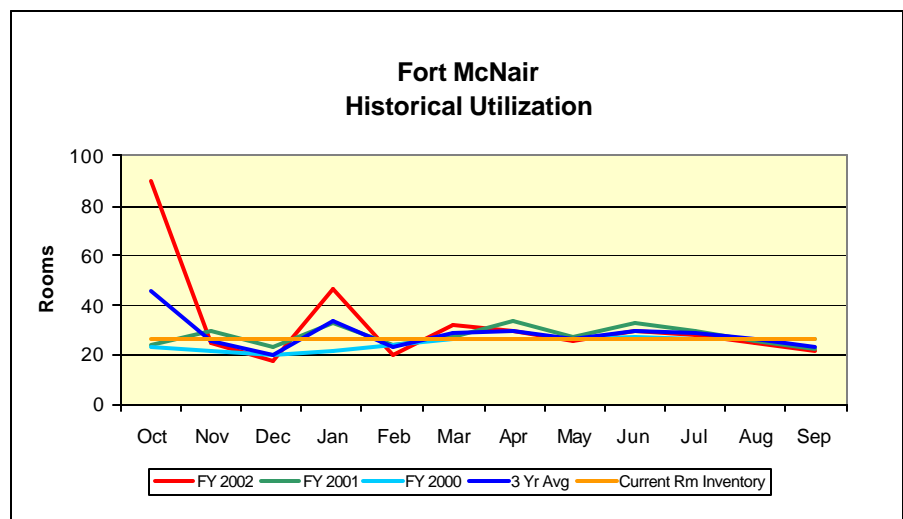


Source: Fort McNair Lodging Administration, compiled by HVS International

Fort McNair's lodging occupancy increased from 81.5% in FY00 to 88.0% in FY01, then declined to 81.7% in FY02. The higher occupancy in FY01 is attributed to the three to six month stay of military personnel working for the Armed Forces Inauguration (Presidential) Committee. These personnel were classified as TDY demand and utilized Fort McNair Lodging between October 2000 and February 2001. This group occupied roughly 25 rooms per night.

Based on historical data, total official demand returned to FY00 levels in FY02 after an increase in FY01. Occupancy trends recently dropped back to the low 80% range.

The following chart summarizes Fort McNair's historical utilization data by month.



Source: Fort McNair Lodging Administration, compiled by HVS International

As noted previously, demand in October 2001, followed by a strong January 2002, was considerably higher than in previous years. Except for these two periods, monthly variances between years were insignificant.

### **Seasonality**

The records indicate some seasonality to Fort McNair official lodging demand. Installation activity tended to peak from April through August, increasing lodging demand thorough these months. Of those months, June and July were the strongest due to increased family visits and heightened PCS moves. In comparison to these time periods, the winter

months of October, November, and December tended to have lower lodging demand.

### ***Factors Influencing Demand***

Lodging management does not expect any changes in mission, schedules or other factors that would cause significant changes to future lodging demand patterns.

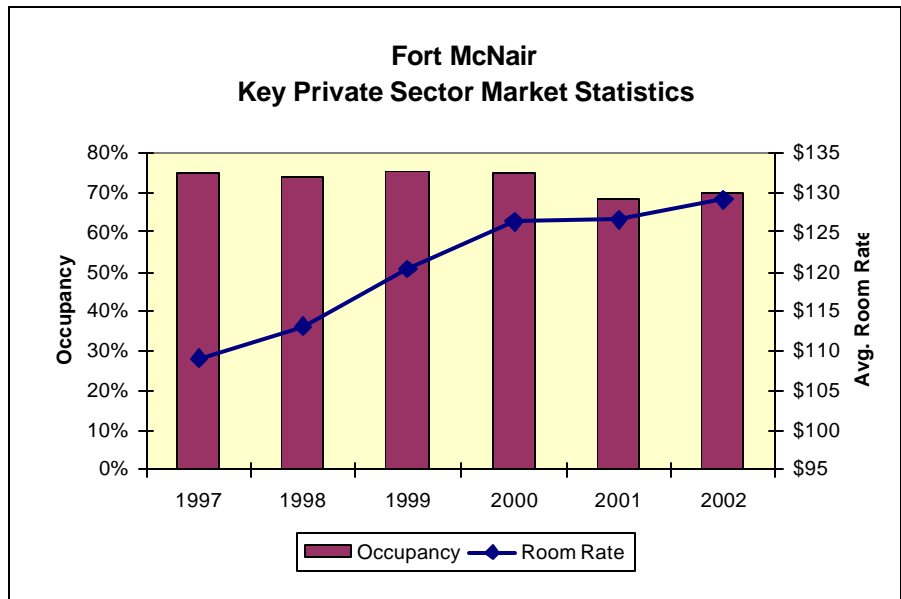
## **Private Market Capability**

Fort McNair is part of the Fort Myer Military Community (FMMC), which provides a referral list to 13 area hotels, inclusive of 4,425 rooms, within a 30-minute rush-hour driving time radius of the installation. These hotels range in size from 100 to 698 rooms. Three hotels in the area offer more than 600 rooms: the Doubletree Arlington with 631; the Hyatt Crystal City with 685; and the Marriott Crystal Gateway with 698. These hotels are located just south of the Pentagon.

In general, the accommodations represent good quality lodging alternatives for the official traveler. Hotel quality ranges from modest accommodations at properties such as the Comfort Inn and Holiday Inn to first class accommodations at the Marriott and Hyatt.

Except for peak demand periods which impact hotels citywide--such as major conventions, summer tourist season, special government events, or significant local events--accommodations are generally readily available within the private market.

Room rates within the private market generally ranged from \$70 to \$110. The overall weighted average rate offered by hotels on the referral list to government travelers was \$100.00. The FY02 off-post lodging per diem rate was \$150. Because of readily available rooms at the lower weighted average rate, our quantitative analysis uses a room rate of \$100.



Source: Smith Travel Research

Overall, there are many quality hotels proximate and available to the installation due to its location within the highly populated and developed Washington, DC marketplace.

## Demand Requirement Determination

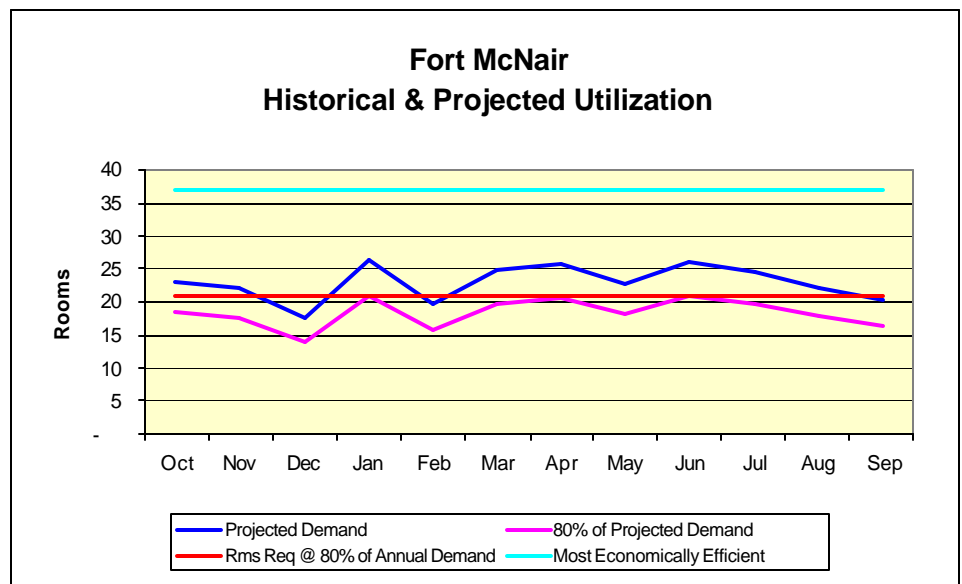
We reviewed FY98 and FY99 data on a qualitative basis; however we used only the FY 00 - FY 02 data as a basis for future demand projections since it reflected the current tempo of operations more accurately.

The normalization process eliminated monthly demand variances that were 20% greater or 20% less than average demand for FY00 through FY02. Variances greater or less than 20% of the average are atypical and unlikely to recur. For Fort McNair, normalization resulted in an increase in FY00 and FY01 of 319 and 201 rooms, respectively. FY02 decreased 2,560 room nights as a result of normalizing the October 2001 demand spike.

The Core Lodging Requirement objective is to provide sufficient lodging to meet 80% of the official demand. Using this criterion, the total number of rooms required on an annualized basis is 21; generating occupancy of 94%. As implied by the criterion, at least 80% of the official demand is met each month. On an annual basis, 86% of the official demand is met.

Another method to determine the number of required rooms applies the “Most Economically Efficient” criterion. This measure compares the cost of having a vacant room to the incremental cost of lodging personnel off post. When the costs of these scenarios are at equilibrium, the most cost efficient number of rooms will be provided from an operating cost perspective. The number of rooms required to achieve this equilibrium for Fort McNair is 37 rooms. With a room inventory of 37, the expected occupancy is 62% and 100% of the official demand is met.

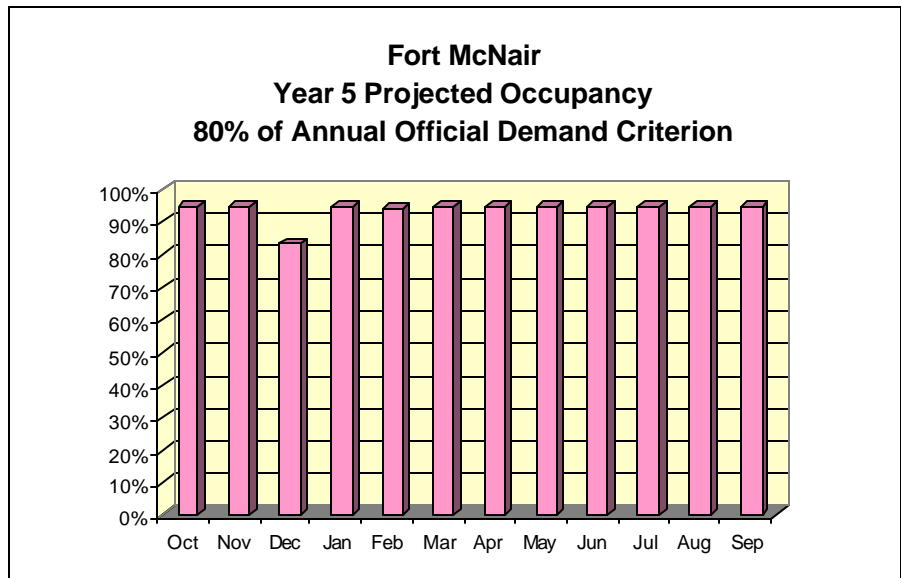
The chart below compares the alternatives to room inventory to projected demand.



Source: Fort McNair Lodging Administration and HVS International

Because the “80% of Annual Official Demand” reflects an adjustment for the abnormal October 2001 demand level, we recommend the results of this method for this installation: 21 rooms. Fort McNair’s projected FY08 Average Daily Rate is \$106.01, based on projected operating costs and exclusive of Wellness recommended capital improvement costs.

The following chart presents the expected occupancy percentage on a monthly basis.



Source: HVS International

Using the “80% of Annual Official Demand” criterion, the average occupancy is 94%, and at least 80% of the official demand is met each month. On a monthly basis, occupancy varies from a low of 83% in December to 95% during most remaining months of the year.

## Summary and Recommendation

- The population of Fort McNair expanded to over 2,000 personnel in FY02; the installation forecasts a lower stabilized population near 1,800
- The local area lodging market is reportedly stable and has the capacity to house personnel off-post; however, the reported room rates are relatively high when compared to the cost of lodging personnel on-post
- Despite a spike in CNA activity in October of 2001, official demand has expanded consistently over the last three years and is expected to remain strong
- Providing a room inventory equal to the results of the “80% of Annual Official Demand” criterion will generate an annual occupancy rate of 94%.

### **Room Count and Mix Recommendation**

- 21 rooms
- Proposed room mix:

- 17 standard guest rooms
- 2 extended-stay guest room offering a kitchenette
- 2 extended-stay family suites offering a separate bedroom, sitting/living area, and kitchenette

### Section 4 Facility Assessment and Plans

Each Lodging facility is detailed in this section of the report. The outline of the detail is described below:

- **Summary of Existing Lodging Facility**
- **Significant Assumptions**, identifies criteria used for renovation / replacement cost models.
- **Cost Analysis**, summarizes recommendation based on cost.
- **Attributes**, describes number of rooms and configuration.
- **Condition Analysis and Recommendations** for each of the major systems of the building.
- **Major Functional Criteria Deficit**, describes any major Functional inadequacy based on Army standards.
- **Condition Assessment / Renovation / Replacement Analysis**
  - **Condition Assessment**, summarizes building system deficiencies grouped by CSI with additional hard cost and soft cost.
  - **Renovation**, summarizes building system costs plus functional renovation costs grouped by CSI with additional hard cost and soft cost.
  - **Replacement**, summarizes replacement cost grouped by CSI with additional hard cost and soft cost.





*Building 54  
Fort McNair  
Washington, D.C.*

## **Building 54**

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Building 54, constructed in 1880, consists of 2 family suites and 25 standard rooms. 20 of these standard rooms have a shared bath, and most of these rooms are undersized. This facility does not meet Lodging standards and cannot be reconfigured without significant reconstruction. To renovate Building 54 to the new standards and configuration will exceed 50% of the replacement cost.

It should be noted that this structure has historical significance and some Army Lodging functional requirements indicated in the report would require clearance from the SHPO or through Army Alternate Procedures: therefore, some of the requirements may need modification, in which case the prices for implementation may vary from the cost models applied.

Our recommendation is to remove Building 54 from the Lodging inventory, allowing the installation to determine an alternate use for this facility. This facility will be removed from the Fort McNair Wellness Solution and Lodging Master Plan.

## **Significant Assumptions**

- The replacement cost model is based on 11 standard stay rooms, 0 extended stay rooms and 3 family suites.
- The renovation plan, if required, would use the existing foot print with the plan reworked to meet current lodging size requirements.
- The replacement cost model includes any public or back-of-the-house spaces as outlined in the Areas and Occupancies Schedule Template included in the Appendix
- All costs are adjusted by the Area Cost Factor of 100% for Fort McNair, Washington, DC.

## **Cost Analysis**

• Condition Assessment Cost	\$1,064,208
• Replacement Cost	\$1,562,614
• Condition Assessment to Replacement Cost Ratio	68.10%

Because the Condition Assessment to Replacement Cost Ratio is greater than 50.00%, repair of Building 54 is not recommended.



Building 54  
Second floor porch

## Attributes

01.Number of Units Constructed	27
02.Number of Units Used	27
03.Main Lodging Facility	No
04.Single Room w/o FullKitchen	25
05.Single Room w/ Full Kitchen	0
06.Multi Room wo/ Full Kitchen	2
07.Multi Room w/ Full Kitchen	0
08.DVQ wo/ Full Kitchen	0
09.DVQ w/ Full Kitchen	0
10.Operating as Standard Room	25
11.Operating as Extended Stay	0
12.Operating as Family Suite	2
13.Renovated to Standard	11
14.Renovated to Extended Stay	0
15.Renovated to Family Suite	3
16.Delta renovation	-13
17.Remove from Inventory	Yes
18.Upgrade Renv Cost Model Req	No
19.Renv Cost Model Req	No



Building 54  
Interior corridor

## Condition Analysis/Recommendation

### FF&E

#### FF&E Allowance

- Analysis: Guest Rooms: The hard goods consist of a head board, night stand, dresser in each bedroom, a couch, easy chair, coffee table, end table, desk and entertainment shelf unit in the living rooms. All are in fair condition. Soft goods consists of drapes and blinds on the windows, TV, mattress and box springs and bed coverings. All are in fair condition.
- Recommendation: Replace all hard and soft goods in guest rooms.

### Foundations

#### Standard Foundations

- Analysis: The foundation consists of a concrete spread footer bearing large stone blocks rising to a few feet above grade supporting the structural brick walls. The foundation appears to be in good condition.
- Recommendation: No corrective action required.

#### Slab on Grade

- Analysis: Stone and CMU stem walls in the basement support a concrete slab first floor deck. The system is in good condition.
- Recommendation: No corrective action required.

### Superstructure

#### Floor Construction

- Analysis: The flooring consists of a first floor concrete slab supported by stone and CMU stem walls and wood framed construction with wood planked decking for the second and third floors. The first floor concrete deck was installed in the 1970's while the second and third floor system is original to the building. The system is in good condition. The exterior porch decking is tongue and groove planking and is in poor condition.
- Recommendation: No corrective action required for the interior floor system. The exterior porch decking requires repair.

#### Roof Construction

- Analysis: The original planked roof decking attached to sloped wooden rafters was replaced in 2000. The structure is in like new condition. The boxed gutter system has evidence of leaks in several areas.
- Recommendation: Replace or repair the boxed gutter system.



**Building 54**  
**View of typical bedroom**

## **Exterior Enclosure**

### **Exterior Walls**

- Analysis: The exterior walls are structural brick masonry original to construction. The walls are in good condition.
- Recommendation: No corrective action required.

### **Exterior Windows**

- Analysis: The windows are aluminum clad double glazed double hung sash in wood frames installed in 1985. The windows are in fair condition, but require new paint.
- Recommendation: Repaint the window sash and frames.

### **Exterior Doors**

- Analysis: The exterior doors are solid core wood doors in wood frames with electronic locks, installed in 1984. The doors are in good condition.
- Recommendation: No corrective action required.

## **Roofing**

### **Roof Coverings**

- Analysis: The Mansard style roof is covered with slate, replaced in 2002. The roof covering is in like new condition.
- Recommendation: No corrective action required.

## **Interior Construction**

### **Partitions**

- Analysis: The interior partitions are a combination of plaster or drywall over wood framing and painted concrete. The partitions, some original to construction and some the result of numerous renovations, are in good condition.
- Recommendation: No corrective action required.

### **Interior Doors**

- Analysis: The interiors doors are solid core fire rated wood doors with electronic locks. The doors, installed in 1995, are in good condition.
- Recommendation: No corrective action required.

## **Stairs**

### **Stair Construction**

- Analysis: Stairs are steel framed with rubber coated treads. The stairs are in good condition.
- Recommendation: No corrective action required.

## **Interior Finishes**

### **Wall Finishes**

- Analysis: The interior walls are finished with a combination of vinyl wall covering in the guest rooms and common areas and painted surfaces in some back of house spaces. Guest bathrooms are covered with a ceramic tile. All surfaces were finished during a 1991 renovation, and are in fair condition.

- Recommendation: Repaint walls in back of house spaces and replace vinyl wall coverings in the guest rooms and common areas. Replace ceramic tile in the bathrooms.

#### **Floor Finishes**

- Analysis: Floor finishes are a combination of carpet in the guest rooms and common areas and ceramic tile in the bathrooms. The carpet was installed in 1995 and is in poor condition. The ceramic tile was installed in 1991 and is in fair condition.
- Recommendation: Replace the carpet and tile in the building.

#### **Ceiling Finishes**

- Analysis: Ceilings finishes are suspended tile systems in back of house and public areas and painted drywall in the guest rooms. The ceiling finishes are in fair condition.
- Recommendation: Repaint guest room ceilings. Replace suspended acoustical tile ceilings in back of house and common areas.

### **Plumbing**

#### **Plumbing Fixtures**

- Analysis: The bathrooms contain a wall mounted lavatory, combination shower/tub and a water closet. The fixtures were installed in 1991 and are in fair condition.
- Recommendation: Replace all fixtures as part of the replacement of the domestic water system.

#### **Domestic Water Distribution**

- Analysis: Domestic hot water is provided by a gas fired boiler with circulation pump and 300 gallon storage tank located in the basement. The system was installed in 1984 and is in fair condition. The through-wall piping is a combination of steel and copper and is in poor condition.
- Recommendation: Replace the domestic water system.

### **HVAC**

#### **Cooling Generating Systems**

- Analysis: The heating system consists of a dedicated gas-fired boiler installed in 1984 distributing heated water through piping of unknown age to radiant heaters along perimeter walls in the guest rooms and common areas. The boiler is in fair condition and the heating distribution system is in poor condition. The cooling system consists of through-wall PTAC units installed in the guest rooms in 1984. The cooling system is in poor condition. There is no cooling in the common areas.
- Recommendation: Install PTAC units with auxiliary heat in the guest rooms. Install a multi-zone central air-conditioner system for the common areas.

## **Fire Protection**

### **Sprinklers**

- Analysis: There is a forced water sprinkler system installed throughout the structure.
- Recommendation: No corrective action required.

## **Electrical**

### **Electrical Service/Distribution**

- Analysis: Electrical service supplied to the building is 120/208 volt 3 phase with a 500 amp main disconnect installed in 1994. 225 amp sub-panels are located in the basement and on each of three floors. The electrical service is in fair condition, but inadequate for the size of the building. Lighting is a combination of fluorescent and incandescent and is in poor condition. Branch circuits are in fair condition.
- Recommendation: Replace the main service to handle increased electrical loads. Replace branch circuits, electrical outlets and lighting.

### **Communications and Security**

- Analysis: The fire alarm system consists of strobes and bells located on the exterior of the building and in the interior hallways and stairwells. The annunciator panel is located in the basement. The system was installed in 1994 and is in fair condition. Lighted exit signs were installed in 1998 and are in good condition. The guest rooms have hard wired smoke detectors installed in 2000, and are in good condition.
- Recommendation: Replace the fire alarm system.

## **Equipment**

### **Other Equipment**

- Analysis: The guest laundry is equipped with two washers and dryers and is used by lodging staff in addition to guests. The equipment is in good condition.
- Recommendation: No corrective action required.

## **Site Preparation**

### **Site Earthwork**

- Analysis: The site consists of grass covered yard areas and shared parking lots with access to main roads. The site is graded properly to allow for drainage. The site is in good condition.
- Recommendation: No corrective action required.

## **Site Improvements**

### **Parking Lots**

- Analysis: There is no parking available adjacent to the building. A shared parking lot is located approximately 100 feet from the building. The surfaces are in good condition.
- Recommendation: No corrective action required.

## Site Electrical Utilities

### Site Lighting

- Analysis: Site lighting is provided by a single pole-mounted fixture in the front the building and wall mounted lighting fixtures at the entrance doors. Site lighting appears to be in good condition.
- Recommendation: No corrective action required.



Building 54  
View of typical bathroom

## Major Functional Criteria

### CFSC Lodging Standards

The following are existing conditions of the Functional Criteria of the building. Included is a statement of the condition and an appropriate recommendation for each area that does not meet CFSC Lodging Standards.

#### Back of the House Spaces

- **Accessible Staff Toilets**  
Undersized; space is 81 s.f., standard is 100 s.f.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Administration Conference Room**  
Does not exist, is not required since this function will be included at Fort Myer, and Fort McNair is part of the Fort Myer Military Community.
- **Administration Offices**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Assistant Manager Offices**  
Does not exist, is not required since this function will be included at Fort Myer, and Fort McNair is part of the Fort Myer Military Community.
- **Break Room**  
Undersized; space is 97 s.f., standard is 140 s.f.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Bulk Storage Area**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Cash Room**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Front Office Manager**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.

- **General Storage Area**  
Undersized; space is 200 s.f., standard is 500 s.f.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Housekeeping Office**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Housekeeping Rooms**  
Undersized; space is 12 s.f., standard is 128 s.f.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **In-House Laundry Area**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Janitor Closet**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Kitchen Preparation Area**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of Wellness Recommendation.
- **Luggage Storage**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of Wellness Recommendation.
- **Maintenance Area**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Manager's Office**  
Does not exist, is not required since this function is included at Fort Myer, and Fort McNair is part of the Fort Myer Military Community.
- **Receiving**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Receiving Office**  
Does not exist, is not required since this function is included at Fort Myer, and Fort McNair is part of the Fort Myer Military Community.
- **Service Corridors**  
Exists, does not meet adjacency requirements.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.



- **Service Elevators**  
Does not exist, is required based on Functional Criteria. Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Utility Rooms (Mech/Elec/Data/Comm/Switch/Elevator Equipment Rooms)**  
Most rooms generally meet Functional Criteria, however Electrical Room is located as part of Mechanical Room, and Elevator Equipment Room does not exist.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.

#### **Guest Rooms**

- **Family Suites**  
Undersized. Existing space is approx. 350 s.f., standard is 450 s.f. Family Suites are missing burner stoves and have under-counter refrigerators instead of full-size.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Standard Stay Rooms**  
Undersized; rooms range from approximately 120 s.f. to 180 s.f., standard is 300 s.f. 16 rooms have shared baths which does not meet Army Lodging Standards.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.

#### **Public Spaces**

- **Accessible Public Toilets**  
Does not exist, is required based on Functional Criteria. Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Bell Cart Station**  
Does not exist, is required based on Functional Criteria. Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Breakfast Bar**  
Does not exist, is required based on Functional Criteria. Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Front Desk**  
Does not exist, is required based on Functional Criteria. Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Guest Bulk Storage**  
Does not exist, is required based on Functional Criteria. Renovation is not required, facility will be replaced as part of the Wellness Recommendation.

- **Guest Laundry Area**  
Undersized; space is 64 s.f., standard is 192 s.f.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Lobby**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Multi Purpose Area**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Passenger Elevators**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of Wellness Recommendation.
- **Public Corridors**  
Does not meet Functional Criteria; some areas are too narrow at 40 inches.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Public Telephone Area**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Stairs**  
Meets majority of Functional Criteria.  
Renovation not required.
- **Vending**  
Exceeds s.f. requirements; space is 240 s.f., standard is 100 s.f. for full service and ice vending combined.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.
- **Vestibule**  
Does not exist, is required based on Functional Criteria.  
Renovation not required; facility will be replaced as part of the Wellness Recommendation.

#### **Site**

- **Community Planning**  
The existing Lodging facility is located within a defined campus area separated from the community facilities. Exterior building architecture and material selections blend with the surrounding community and facilities and is in context with regional influences.
- **Force Protection**  
Existing Lodging facility siting does not consider force protection building separation requirements, unobstructed space requirements, and road and parking constraints.

- **Site Amenities**

The exterior common areas meets Lodging standards and includes some site amenities, exterior common areas, and recreational areas. Existing grounds are well maintained. Exterior signage is appropriate and directive. Landscape materials and selections use local materials and practices.

## Condition Assessment/Renovation/Replacement Analysis

### Condition Assessments

The Condition Assessment Cost lists what is required to make the building well as it is currently functioning. The cost includes all deficient items based on our field observation and using the Army Lodging standard Cap Ex replacement schedule.

#### Summary of Project Cost

CSI	Percent	Amount
<b>07 Thermal &amp; Moisture Protection</b>	<b>0.69%</b>	<b>\$4,380.00</b>
Gutters: Damaged or Failing		\$4,380.00
<b>09 Finishes</b>	<b>26.74%</b>	<b>\$168,938.40</b>
Acoustical Ceiling & Grid: Beyond expt useful life		\$9,737.71
Carpet: Beyond Useful Life		\$23,994.90
Columns: Paint Failing		\$1,355.20
Covered Walkway Ceiling: Paint Failing		\$1,831.36
Floor Tile: Damaged or Failing		\$8,403.15
Interior ceilings: Paint Failing		\$4,985.50
Interior walls: Paint failing		\$3,274.50
Railings: Paint Failing		\$1,480.50
Vinyl Wall Covering: Beyond expected useful life		\$43,642.94
Wall Tile: Damaged or Failing		\$45,054.24
Windows & Frames: Paint Failing		\$14,297.40
Wood Flooring: Damaged or Failing		\$10,881.00
<b>10 Specialties</b>	<b>0.21%</b>	<b>\$1,318.35</b>
Bathroom fixtures inadequate		\$1,318.35
<b>13 Special Construction</b>	<b>2.31%</b>	<b>\$14,603.00</b>
Fire Alarm System: Missing or Inadequate		\$14,603.00
<b>15 Mechanical</b>	<b>26.11%</b>	<b>\$164,990.62</b>
Bath tub: Replace due to remodel		\$26,939.90
Domestic water system: Beyond expected useful life		\$39,655.74
Pipe, sewer or waste: Beyond expected useful life		\$19,029.38
PTAC: Beyond expected useful life		\$40,341.20
Sink & vanity: Replace due to remodel		\$13,135.90
Split system: Beyond expected useful life		\$9,043.20
Water closet: Replace due to remodel		\$16,845.30
<b>16 Electrical</b>	<b>22.57%</b>	<b>\$142,612.05</b>
Branch Circuits: Beyond Expected Useful Life		\$53,900.05
Fixtures, Incandescent: Missing or inadequate		\$71,297.00
Main service: Missing or inadequate		\$17,415.00
<b>19 FF&amp;E</b>	<b>21.37%</b>	<b>\$135,000.00</b>
Hard and soft goods: Beyond expected useful life		\$135,000.00
<b>Total Raw Cost</b>	<b>100.00%</b>	<b>\$631,842.00</b>

#### Additional Hard Cost (Template: Army Lodging Renovation)

Parameter Name	Percent	Amount
Spirit	0.50%	\$3,475.13
Force Protection	9.00%	\$62,865.12
General Conditions	10.00%	\$63,184.20
<b>Total Additional Hard Cost</b>		<b>\$129,524.45</b>

**Soft Cost (Template: Army Lodging Renovation)**

<b>Parameter Name</b>	<b>Percent</b>	<b>Amount</b>
Contingency	10.00%	\$76,136.65
SIOH Conus	6.50%	\$54,437.70
Design	10.00%	\$76,136.65
08 MYr Inflation Fct	9.93%	\$96,130.09
<b>Total Soft Cost</b>		<b>\$302,841.08</b>
<b>Total Project</b>		<b>\$1,064,207.53</b>

## Replacement

The Replacement Cost is the cost to rebuild the units as part of a new facility including the appropriate back-of-house and public spaces. This cost is based on number and types of units in the renovation model.

### Summary of Project Replacement Cost

CSI	Percent	Amount
<b>02 Site Work</b>	<b>2.91%</b>	<b>\$30,661.50</b>
Parking Lots		\$12,160.00
Site Earthwork		\$18,501.50
<b>03 Concrete</b>	<b>18.49%</b>	<b>\$195,105.84</b>
Floor Construction		\$133,165.84
Slab on Grade		\$13,650.00
Stair Construction		\$7,350.00
Standard Foundations		\$40,940.00
<b>04 Masonry</b>	<b>7.00%</b>	<b>\$73,836.02</b>
Exterior Walls		\$73,836.02
<b>07 Thermal &amp; Moisture Protection</b>	<b>5.32%</b>	<b>\$56,115.98</b>
Roof Construction		\$21,966.86
Roof Coverings		\$34,149.12
<b>08 Doors &amp; Windows</b>	<b>10.18%</b>	<b>\$107,427.00</b>
Exterior Doors		\$13,485.00
Exterior Windows		\$72,000.00
Interior Doors		\$21,942.00
<b>09 Finishes</b>	<b>12.02%</b>	<b>\$126,916.03</b>
Ceiling Finishes		\$19,222.65
Floor Finishes		\$45,119.55
Partitions		\$35,258.96
Wall Finishes		\$27,314.88
<b>11 Equipment</b>	<b>0.99%</b>	<b>\$10,500.00</b>
Other Equipment		\$10,500.00
<b>13 Special Construction</b>	<b>4.67%</b>	<b>\$49,291.76</b>
Communications & Security		\$22,189.48
Sprinklers		\$27,102.28
<b>15 Mechanical</b>	<b>24.43%</b>	<b>\$257,854.00</b>
Cooling Generating Systems		\$65,504.00
Domestic Water Dist		\$27,900.00
Plumbing Fixtures		\$164,450.00
<b>16 Electrical</b>	<b>7.37%</b>	<b>\$77,748.00</b>
Electrical Service & Distribution		\$75,553.00
Site Lighting		\$2,195.00
<b>19 FF&amp;E</b>	<b>6.63%</b>	<b>\$70,000.00</b>
Interior FF&E allowance		\$70,000.00
<b>Total Raw Cost</b>	<b>100.00%</b>	<b>\$1,055,456.14</b>

### Additional Hard Cost (Template: Army Lodging New Construction)

Parameter Name	Percent	Amount
Spirit	0.50%	\$5,805.01
Force Protection	0.00%	\$0.00
General Cond	10.00%	\$105,545.61
<b>Total Additional Hard Cost</b>		<b>\$111,350.62</b>

*Building 54*

**Soft Cost (Template: Army Lodging New Construction)**

<b>Parameter Name</b>	<b>Percent</b>	<b>Amount</b>
Contingency	5.00%	\$58,340.34
SIOH Conus	6.50%	\$79,634.56
Design	10.00%	\$116,680.68
08 MYr Inflation Fct	9.93%	\$141,151.21
<b>Total Soft Cost</b>		<b>\$395,806.78</b>
<b>Total Project Cost for Replacement</b>		<b>\$1,562,613.54</b>

**INSERT BUIDLING 54 FLOOR PLANS HERE**



# Army Lodging Wellness Recommendation

## Appendix

ROOM / SPACE	1-10 Units	11-49 Units	50-149 Units	150-199 Units	200-299 Units	300-399 Units	400-599 Units	600-799 Units	800+	At Main Facility on Post Only	Note
<b>Public Areas</b>											
Exterior Entrance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Vestibule	100	100	150	150	200	200	200	200	200		In Main Lodging facilities square footage included in Lobby
Lobby (includes vestibule at Main Lodging facilities)	300-500	300-500	500-800	500-800	800-1000	800-1000	1,000-1,200	1,000-1,200	1,200-1,500	X	Includes square footage of vestibule at Main Lodging facilities
Front Desk	2 station / 100 s.f.	2 station / 100 s.f.	2 station / 100 s.f.	3 station / 150 s.f.	3 station / 150 s.f.	3 station / 250 s.f.	3 station / 250 s.f.	4 station / 300 s.f.	4 station / 300 s.f.	X	
Bell Cart Station	2 carts / 24 s.f.	2 carts / 24 s.f.	3 carts / 36 s.f.	3 carts / 36 s.f.	4 carts / 48 s.f.	4 carts / 48 s.f.	6 carts / 72 s.f.	6 carts / 72 s.f.	8 carts / 96 s.f.		Not required at facilities w/out interior corridors if building is retained.
Breakfast Bar (Seat/Svc)	550	550	550	550	550	550	550	750	1,000	X	Needed at secondary facility, if it is a remote location. CFSC requirement min 550
Passenger Elevators			1 @ 64 s.f. 50-99 rooms 2 @ 64 s.f. 100-149 rooms	2 @ 64 s.f. each	2 @ 64 s.f. each	2 @ 64 s.f. each	2 @ 64 s.f. each	2 @ 64 s.f. 400-499 rooms 3 @ 64 s.f. 500-599 rooms	3 @ 64 s.f. each		If building is over two stories high
Stairs	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each	Numer of stairs based on plan @ 230 s.f. each		
Public Corridors	**	**	**	**	**	**	**	**	**		Minimum 6' wide
Public Telephone Area	2 phones / 12 s.f.	2 phones / 12 s.f.	2 phones / 12 s.f.	2 phones / 12 s.f.	3 phones / 18 s.f.	3 phones / 18 s.f.	4 phones / 24 s.f.	4 phones / 24 s.f.	4 phones / 24 s.f.		House phone in secondary buildings. Pay phones & house phones at Main facility
Vending - Full Service	1 per building / 70 s.f.	1 per building / 70 s.f.	70	70	70-105	105-140	140-210	210-280	280+		1 for every other floor to support up to 200 units / 70 s.f. each
Vending - Ice Only	1 per building / 30 s.f.	1 per building / 30 s.f.	30	30	30-45	45-60	60-90	90-120	120+		1 for every other floor to support up to 200 units / 30 s.f. each
Women - Lobby	100	100	200	200	260	260	315	315	350	X	
Men - Lobby	100	100	200	200	260	260	315	315	350	X	
Multi-Purpose Rm	250	250	250	250	250	250	250	250	250	X	
Study Rooms	See Note	See Note	See Note	See Note	See Note	See Note	See Note	See Note	See Note		1 per 25 extended stay units of 250 s.f. each at posts with schools facilities
Guest Laundries	192	192	192-384	384-576	576-768	768-1152	1152-1536	1536-2112	2112+		CFSC requirement 2w/d for every 75 guest rooms
Gear Wash Rooms	At entrance / 170 s.f. each	At entrance / 170 s.f. each	At entrance / 170 s.f. each	At entrance / 170 s.f. each	At entrance / 170 s.f. each	At entrance / 170 s.f. each	At entrance / 170 s.f. each	At entrance / 170 s.f. each	At entrance / 170 s.f. each		Only at facilities with outdoor training
Guest Bulk Storage	See Note	See Note	See Note	See Note	See Note	See Note	See Note	See Note	See Note		1 unit for every 4 family suites of 25 ea. 40 w/circ.
<b>Guest Rooms</b>											
Guest Room - Standard	300	300	300	300	300	300	300	300			
Guest Room - Ext. Stay	300	300	300	300	300	300	300	300			
Guest Room - Suites	450	450	450	450	450	450	450	450			

ROOM / SPACE	1-10 Units	11-49 Units	50-149 Units	150-199 Units	200-299 Units	300-399 Units	400-599 Units	600-799 Units	800+	At Main Facility on Post Only	Note
<b>Back-of-House Areas</b>											
Manager's Office	180	180	180	180	180	180	180	180	180	X	
Assist. Mgr. Off.	-	-	0 50-99 units 120 100-149 units	120	120	120	120	120	120	X	
Front Office Mgr.	100	100	100	100	100	100	100	100	100	X	
Admin. Offices	2 space / 200-250 s.f.	2 space / 200-250 s.f.	2 spaces / 200-250 s.f.	2 spaces / 200-250 s.f.	5 spaces / 500-600 s.f.	5 spaces / 500-600 s.f.	7 spaces / 800-900 s.f.	7 spaces / 800-900 s.f.	10 spaces / 1,100-1,200 s.f.	X	
Cash Room	50	50	75	75	100	100	125	125	150	X	
Luggage Storage	-	-	75	75	100	100	100	100	100	X	
Admin. Conf. Rm.	250	250	250	250	350	350	350	350	350	X	
Housekeeping Off.	120	120	120	120	120	120	120	120	120	X	
Dirty/Clean Linen Stor.	50	50	50	50	100	100	200	200	400	See Note	At all facilities w/out in-house laundry
In-House Laundry	500	500	500	500	500	500	750	750	900	X	CFSC requirement min 500 s.f
Receiving Office	75	75	75	75	75	75	75	75	75	X	
Maintenance Area	100	100	175	175	250	250	400	400	600	X	
Kitchen Prep Room	150	150	150	150	150	150	150	150	150	X	facility, if it is a remote location.
Break Room		140	210	210	280	280	350	350	420		
Staff Toilet - Men			200	100	100	100	150	150	200		
Staff Toilet - Women		100	100	100	150	150	200	200	250		
Access Corridor	**	**	**	**	**	**	**	**	**		
Receiving	150	150	150	150	150	150	150	150	200	X	
Housekeep. Rms.	128	128-512	512-1280	1280-1792	1792-2560	2560-3456	3456-5120	5120-6912	6912+		128 s.f. for each 15 guest rooms
Service Elevator	80	80	80	80	80	80	80	80	80		
Data/Commo Rm.	100	100	100	100	150	150	150	150	150		
Switch Closets	16 *	16 *	16-48 *	48-64 *	64-96 *	96-128 *	128-144 *	144-256 *	256+ *		1 closet of 16 s.f. for approximately 50 guest rooms
Janitor Closet	50	50	50	50	50	50	50	50	50	X	Only at first floor of Main Lodging facility.
Mechanical Room	*	*	*	*	*	*	*	*	*		
General Stor. Rm.	500	500	500	500	500	500	500	500	500	X	
Bulk Storage Rm.	500	500	500	500	500	500	500	500	500	X	
Electrical Room	140 *	140 *	1 per floor @ 140 s.f. each *	1 per floor @ 140 s.f. each *	1 per floor @ 140 s.f. each *	1 per floor @ 140 s.f. each *	1 per floor @ 140 s.f. each *	1 per floor @ 140 s.f. each *	1 per floor @ 140 s.f. each *		One electrical room to serve no more than 100 rooms.
Elevator Equip.Rm.	84	84	84	84	84	84	84	84	84		
<b>EXTERIOR</b>											
Playground (Outdoor)										X	Play ground required at facilities with family stays.
Grounds Maintenance	400	400	400	400	400	400	400	400	400	X	

\* Mechanical/electrical/equipment Spaces to be determined by contractor based on appropriate code and recommended systems.

\*\* Corridors to be determined based on building layout.